Recreation Funding Committee Agenda

October ##, 2023 @ 7:00 p.m.
Bassano Town Office (502 2nd Avenue)

1. **CALL TO ORDER**

2. **EXCUSED FROM MEETING**

3. **ADOPTION OF AGENDA**

4. **ADOPTION OF MINUTES**
   4.1   May 11, 2023

5. **REPORTS**
   5.1   Administration Report – Period Ending October 16, 2023

6. **NEW BUSINESS**
   6.1   2023 RFC Program Review

7. **ADJOURNMENT**

MINUTES OF THE **RECREATION FUNDING COMMITTEE (RFC) – COMMITTEE MEETING** HELD IN BASSANO COUNCIL CHAMBERS ON **MAY 11, 2023.**

COMMITTEE MEMBERS
CHAIR   Arno Doerksen, County of Newell
VICE CHAIR   Irvin Morey, Town of Bassano
MEMBERS   Mike Wetzstein, Town of Bassano
                   Kelly Christman, County of Newell

STAFF   Amanda Davis, CAO

1. **CALL TO ORDER**

   The meeting was called to order by **CHAIR DOERKSEN** at 7:09 p.m.

2. **EXCUSED FROM MEETING**
   None

3. **ADOPTION OF AGENDA**

   RFC01/2023   Moved by **MEMBER MOREY** that the May 11, 2023 agenda is approved as presented.

                                                                                   CARRIED

4. **ADOPTION OF MINUTES**

   4.1 Adoption of minutes from the regular meeting of September 26, 2022

   RFC02/2023   Moved by **MEMBER WETZSTEIN** to approve the regular meeting minutes of
                       September 26, 2022 as presented.   **CARRIED**

5. **REPORTS**

   5.1. Administrative Report – Period Ending April 30, 2023

   RFC03/2023   Moved by **MEMBER CHRISTMAN** to accept the Administrative Report for the period
                       ending April 30, 2023 as amended and attached to and forming part of these
                       minutes.   **CARRIED**

6. **NEW BUSINESS**

   6.1 2023 RFC Application Review

RFC04/2023   Moved by **MEMBER MOREY** that the Recreation Funding Committee awards the 2023 grant applicants as follows:

Application Number	Applicant	Project Title	Funding Requested	Amount Awarded
RFC01/2023	Bassano Arts Council	Arts for All	$ 5,700	$ 5,700
RFC02/2023	Bassano Curling Club	Operational Costs	$ 12,000	$ 12,000
RFC03/2023	Bassano Elks Lodge #487	Local Elks Lodge Hall Operating Expenses	$ 5,000	$ -
*RFC04/2023	Bassano Golf Society	Youth Golf	$ 2,140	$ 1,070
		Utility/Course Maintenance	$ 23,330	$ 5,465
		Accounting, Administration & Insurance	$ 12,198	$ 5,465
RFC05/2023	Pioneer Damsiters Drop-in Centre	Recovering a Number of Our Chairs	$ 1,300	$ -
		Utilities	$ 1,700	$ 1,700
INCOMPLETE	Bassano Off-leash Dog Park Committee			$ -
			$ 63,368	$ 31,400

CARRIED

7. <u>**ADJOURNMENT**</u>

RFC005/2023   Moved by **CHAIR DOERKSEN** for adjournment at 7:58 p.m.

CARRIED

_____   _____
Chair   Chief Administrative Officer

Administrative Report for the period ending October 16, 2023

This is the fourth year administering the joint recreation grant program. Experienced applicants and user groups are comfortable with the grant application process, with assistance being given primarily to first-time applicants.

The 2023 grant application package was released in December 2022 to support recreation and leisure organizations as members plan for their upcoming season or event. RFC members and administration prepared information and delivered packages to user groups to promote the program and encourage their participation.

Five (5) applications were received in 2023. Award notifications are shown below.

Opening Balance	$	58,033			
Application Number	**Applicant**	**Project Title**		**Funding Requested**	**Amount Awarded**
RFC01/2023	Bassano Arts Council	Arts for All		$ 5,700	$ 5,700
RFC02/2023	Bassano Curling Club	Operational Costs		$ 12,000	$ 12,000
RFC03/2023	Bassano Elks Lodge #487	Local Elks Lodge Hall Operating Expenses		$ 5,000	$ -
RFC04/2023	Bassano Golf Society	Youth Golf		$ 2,140	$ 1,070
		Utility/Course Maintenance		$ 23,330	$ 5,465
		Accounting, Administration & Insurance		$ 12,198	$ 5,465
RFC05/2023	Pioneer Damsiters Drop-in Centre	Recovering a Number of Our Chairs		$ 1,300	$ -
		Utilities		$ 1,700	$ 1,700
				$ 63,368	$ 31,400
		Difference/Carry Forward		-$ 5,335	$ 26,633

Successful applicants received their 50% initial payment. Final payments will not be issued until 2023 program recipients submit their follow-up forms. 2 of 5 follow-up forms have been received.

Prepared by: Sydney Smith, Recreation and Community Services Liaison
Reviewed by: Amanda Davis, CAO

Commented [SS1]: Pending

2023 RFC Program Review

BACKGROUND:

In 2019, the Town of Bassano (Town) and the County of Newell (County) approved the Intermunicipal Collaboration Framework (ICF) and subsequent Recreation Agreement which established a 50/50 cost share for recreation services within the Town and Division 6 of the County.

The Recreation Funding Committee (RFC), comprised of Town and County representatives, was created to oversee the allocation of a $50,000 recreation grant fund and to develop a funding process to meet the needs of the local users. In 2022, the RFC increased the $50,000 allocation to $54,000 to account for inflation and rising operational costs.

Over the past three years, minor revisions have been made to the grant funding process to better align it with the needs of the community. The funding process/policies are reviewed annually by the RFC. The purpose of this meeting is for the RFC to determine if any policy amendments are required prior to the 2024 funding cycle.

PROGRAM REVIEW AND REVISIONS:

Following the selection of 2023 grant recipients, Administration recommends the following addition to the RFC application guidelines.

Concerns	Revisions
Add new ineligible organization to RFC application guidelines	RFC Schedule B – Application Guidelines - Eligibility – Add fraternal organizations to the list of ineligible organizations.

The updates were made to RFC documentation.

The RFC shall determine if the revisions are acceptable and if further amendments are required prior to releasing the program in 2024. The RFC shall also determine if the $54,000 allocation is to be maintained, increased, or decreased.

Attachments:
1. RFC TOR
2. RFC Schedule A - Administrative Policies
3. RFC Schedule B – Application Guidelines - *Revised*
4. RFC Schedule C – Application Process
5. RFC Schedule D – Application Form
6. RFC Schedule E – Review Process
7. RFC Schedule F – Grading Matrix
8. RFC Schedule G – Follow-up Process
9. RFC Schedule H – Follow-up Form
10. RFC Schedule I – Letters

Prepared by: Sydney Smith, Recreation and Community Services Liaison

Reviewed by: Amanda Davis, CAO

Commented [SS1]: TBD

Recreation Funding Committee Bassano
Terms of Reference

Summary

The Terms of Reference (TOR) shall clarify the role and responsibilities of the Recreation Funding Committee (RFC). The role of the committee is to provide direction, create, implement, and review the recreation funding process that reflects the vision and requirements of the Intermunicipal Collaboration Framework Agreement (ICF).

Definitions

The following terms will be used throughout the RFC TOR and shall have the following meanings unless context specifically states otherwise.

a) "ADMINISTRATION" means administrative staff from within the Town of Bassano.

b) "CAPITAL EXPENSE" means repair or replacement of an asset that exceeds $5,000.00.

c) "OPERATIONAL EXPENSE" means an operational cost of a project, asset, program, or event.

d) "TOWN" means the Town of Bassano.

e) "DIVISION 6" means the jurisdictional area within the County of Newell.

f) "TOWN COUNCIL" means the elected officials for the Town of Bassano.

g) "COUNTY" means the County of Newell.

h) "COUNTY COUNCIL" means the elected officials for the County of Newell.

i) "INTERMUNICIPAL COLLABORATION FRAMEWORK AGREEMENT or ICF" means the agreement outlining the roles and responsibilities of both the County of Newell and Town of Bassano in matters of shared interest that came to a consensus of how future service levels will delivered and funded.

j) "RECREATION FUNDING COMMITTEE or RFC" means the appointed board comprised of four members, two from the County of Newell and two from the Town of Bassano.

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Reviewed – October 12, 2023

k) "RECREATION/USER GROUP" means a group operating within the corporate limits of Bassano or Division 6 whose services are accessed by both the Town of Bassano and Division 6 community members.

All other terms can be interpreted based on the context of this document.

RFC Committee Membership

1. Arno Doerksen – County of Newell

   doerksena@newellmail.ca

   403-363-0253

2. Kelly Christman - County of Newell

   christmank@newellmail.ca

   403-362-3266

3. Irvin Morey – Bassano Town Council

   Irvinmorey@bassano.ca

   403-641-3788

4. Mike Wetzstein - Bassano Town Council

   mikewetzstein@bassano.ca

   403-641-3788

RFC Responsibilities

The RFC's purpose is to provide representation for their respective councils and provide sound decision-making regarding the procurement and disbursement of recreation funding.

- The RFC is required to create, review and amend grant application processes and documentation to best suit current user groups and recreational needs within the Town.
- The RFC must review grant applications, select relevant applications for funding and identify how much funding will be provided to each qualified recreation group using a unique grading matrix.

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- After each funding cycle, the RFC will review the grant funding process and ensure proper final reporting is submitted to Town Council and County Council respectively.
- The RFC will be required to be an active promoter of the grant and use any feedback to better improve the funding process.

Administrations Responsibilities

Administration acts on the direction of the RFC and is responsible for the day-to-day activities of the RFC in addition to supporting the functionality of the RFC.

- Administration will send out calendar invites by emails provided by the representatives for all RFC meetings.
- Administration shall provide RFC members with an agenda a minimum of 72 hours in advance of all RFC meetings.
- Meeting minutes will be distributed by Administration to RFC members and respective Councils.
- Administration is responsible for creating backend documentation to be reviewed by RFC.
- Administration is responsible for the collection of applications and for maintaining communication with applicants during the grant process.
- Administration is responsible for the collection of follow-up documentation which will be used by the RFC to verify that funding is utilized in the way it was intended.
- Administration is responsible to arrange advertising and marketing material to prompt the funding program.
- Financial reporting shall be created and dispersed by Administration after RFC review.

Meeting, Preparation, and Attendance

The Chair shall preside at the committee meetings and ensure that all board meetings are conducted in a fair and impartial manner. In the absence of the Chair, the Vice Chair will assume the duties set forth for the Chair.

- All committee members must be prepared to discuss agenda items and business matters at regular or special meetings.
- RFC representatives must confirm their attendance at regular committee meetings.
- All RFC committee meetings will commence with a quorum. A quorum is identified within the ICF Agreement as being a majority of the members (in this case meaning 3 or more) must be present for a meeting to be held.
- RFC will have a minimum of one annual regular meeting as outlined by the ICF Agreement.
- RFC representatives who are unable to attend a meeting are responsible to follow-up on meeting outcomes by reviewing meeting minutes.

Voting Procedure

- Each committee member must vote on every business item.
- Each committee member has only one vote per business item.
- Each committee member vote has equal weight.
- Each member shall be given an opportunity to present his/her point of view on the voting subject matter.
- Decisions will be based on a majority vote, not an unanimous vote.
- Motions do not require a seconder.

Decisions

- Only RFC members present for the entire meeting shall participate in the making of a decision on any matter.
- The decision of the majority of members present at the meeting shall be deemed to be the decision of the whole board.

<u>Recreation Funding Committee Conduct</u>

Conduct within the RFC must be respectful. Disrespect (e.g. verbal abuse) will not be tolerated. These incidents will be addressed promptly and, on a case-by-case basis.

Those disrespectful member(s) may be asked to leave the RFC temporarily or permanently. This will be brought forth by the Chair or the Vice Chair depending on the situation. The Chair or Vice Chair will prepare an incident report to be delivered to both the Town Council and County Council. If appropriate, an RFC member may be replaced pending a formal motion by either the County Council or the Town Council, dependent on which party the RFC member in question belongs to.

If a member would like to withdraw from the committee, they may provide written notice to the Town CAO. A new member will be selected under the guidelines set out by the ICF which requires membership to be appointed by the Town Council or the County Council while maintaining that the Division 6 representative continue to be a part of the committee.

Any concerns regarding the RFC or other issues relating to the funding project shall be directed to the Town CAO and Chair in writing. All concerns must clearly describe the subject matter, concern, and potential mitigation tactics**.**

<u>Correspondence</u>

Clear communication will be required for the duration of the grant funding process as well as during every subsequent funding cycle.

- All funding related matters will be discussed at RFC meetings either in-person or via email. If there is a difference in opinion regarding any business-related matter sent via email, an in-person meeting will be arranged where applicable.
- When responding to emails, Administration and members must use the "reply all' feature.

Promotion/Confidentiality

- RFC members shall actively promote the recreation grant, to gain support and empower recreation/user groups within the Town.
- Administration will create public notices and informational packages to assist grant applicants and interested parties.
- RFC members are not permitted to discuss publicly on-going decisions of the committee until the decision is officially released to the public. This will encourage fair and unbiased decision-making and avoid members from being influenced by external factors.

Supporting Documentation

- Schedule "A"- Administration, Policies, Procedures, and Timeline
- Schedule "B"- Grant Application Guideline
- Schedule "C"- Grant Application Process
- Schedule "D"- Grant Application Form
- Schedule "E"- Grant Review Process
- Schedule "F"- Grant Grading Matrix
- Schedule "G"- Grant Follow-up Form Process
- Schedule "H"- Grant Follow-up Form
- Schedule "I"- Grant Letters

Supporting documentation will be used in the implementation of the grant process by the RFC committee. This documentation is meant to be reviewed and amended continually to ensure it best serves the needs of the RFC.

Conclusion

By signing this document, RFC members hereby agree to act in accordance with the RFC Terms of Reference, to represent the Town of Bassano and the County of Newell in an ethical and professional manner.

Arno Doerksen– County of Newell

X_____

Date _____

Kelly Christman- County of Newell

X_____

Date _____

Irvin Morey – Bassano Town Council Representative

X_____

Date _____

Mike Wetzstein- Bassano Town Council Representative

X_____

Date _____

Administration Policies and Procedures

Outlined below is the operational policies used to complement the Recreation Funding Committee (RFC) Bassano - Terms of Reference (TOR).

1.0 Administrative Operational Policies

Administration is responsible for completing operations for the RFC.

1.1 RFC Meeting Package Development

1.1.1 Administration is responsible for the preparation meeting packages.

1.2 RFC Incident Reporting

1.2.1 Administration is responsible for disbursing incident reports to both Town and County Councils.

1.3 Preliminary Checks and Follow-up Forms

1.3.1 Administration is responsible to complete preliminary reviews on all completed grant applications.

1.3.2 Administration will identify ineligible applications and make notes for the RFC to review.

1.3.3 Administration will request additional information from an applicant if the application is deemed incomplete where applicable.

1.3.4 Administration shall communicate with the applicants as to the status of their application (incomplete, ready for review, approved or not approved for funding).

1.4 Filing Current and Historical Documents

1.4.1 Housing of documents pertaining to the grant.

1.4.2 Maintaining documentation for auditing and review purposes.

1.4.3 Responsible for the accounting associated with the RFC.

1.5 Disbursement of Public Information

    1.5.1 Administration shall publicize grants notices, awards and update through local advertising streams and on social media.

    1.5.2 Administration will arrange for the presentation of grants disbursements. A member of the RFC shall present the grant and participate in a photo opportunity with the recipient.

    1.5.3 All communications will be sent by the Administration.

1.6 Management of Grant Funding and Accounting

    1.6.1 As per the Intermunicipal Collaboration Framework (ICF) and correlating bylaws/policies, the Town shall disburse funding to the successful applicants selected by the RFC.

    1.6.2 After approval by the RFC, financials and a list of funded projects/programs/events shall be submitted annually by Administration to the Town Council and County Council.

    1.6.3 A summary of successful application shall be publicly posted on the Town's municipal website.

Recreation Grant Funding Cycle and Important Dates

- Applications open – March 31st
- Applications close – April 30th
- Previous Funding Cycle Financials Due – April 30th
- Evaluation period – May 1st to May 14th (regular meeting will be held)
- Disbursement Period – May 15th – May 31st
- Grant Funding Process Review – by November 1st

Reviewed – October 12, 2023

Grant Application Guideline

Grant Overview

The Intermunicipal Collaboration Framework (ICF) Agreement adopted by the Town of Bassano and the County of Newell has constituted the Recreation Funding Committee (RFC) to oversee the allocation of recreation funding for the area identified as the Town of Bassano and the portion of the County of Newell known as Division 6 effective January 1st, 2020. This has led to the creation of the RFC. The RFC is comprised of two elected officials from each the Town and the County. The RFC is responsible to distribute recreation funds to recreation/user groups that operate in the Town and Division 6. Recreation funds are provided equally by the Town and the County.

The intent of the funding program is to help cover costs to operate facilities, improve/build on existing programs, or to start up new projects/programs. This funding program is not meant to enhance recreation/user groups financial status. If your organization/program is financially stable, we strongly encourage your support for less viable programs or to consider enhanced training or skill building programs or events. Recreation grants are never guaranteed and the program is subject to change. Applicants are always encouraged to strive to find sustainable funding sources.

Grant Process Objective

The RFC's objective is to provide recreational grants that offset the operational expense of recreation activities, programs and events for all ages within the Town. Funding shall be based on the merit of the applications received.

Applicants can apply for more then one project/program/event on a single application. If you are requesting funding for more than one project/program/event, you are required to submit a separate a project description and budget for each. *Refer to Schedule C Application Process for further information.*

Priorities for Funding

The funding is for operating expenses only.

Although each application is determined to be successful on a case-by-case basis, applications for programs, events or projects should meet at least one of the following priorities:

- Contribute to ongoing use of recreation facilities within the Town or Division 6.
- Demonstrates future financial feasibility.
- Revitalizes well used programs.
- Enhances skill/team/leadership building.
- Meets a widely held need by providing a new project/program/event or enhancing an existing project/program/event.

Eligibility

To be eligible for the grant, applicants must be one of the following:

- A recreation user group in the Town or Division 6
- A cultural user group in the Town or Division 6

Applicants that contribute a portion of their own funds to offer the projects/program/events may receive a higher level of priority in the funding process.

You are ineligible to apply for funding if you are:

- A for profit organization
- A business or entrepreneur (private enterprise)
- A facility owned and/or operated by the Town (e.g. Bassano Pool)
- A museum
- A religious or fraternal organization
- Bassano Ag Society
- Bassano FCSS

Eligibility Critereia

- Applications must be submitted to the Town of Bassano's Administrative Office no later than April 30st
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1st – December 31st).
- Project/programs may begin January 1st; however funding may not be granted before the disbursement date of May 15th of each funding cycle.
- Funds must be used for the purpose for which they were approved, or recipients must repay the full amount. Failure to repay funds may result in future funding ineligibility.
- Recipients must complete and submit the Grant Follow-Up Form within thirty (30) days of the completion of the project/program and account for all expenses.
- The RFC reserves the right to refuse or amend funding requests within any application.

Eligible Expenses

- Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies).
- Start-up costs for new programs.

Ineligible Expenses

- Retirement of debt.

- Cost of developing a proposal.

- Assessment studies.

- Cash, prizes, gift cards, food hampers, awards/trophies/plaques.

- Promotional items.

- Permanent staff salaries.

- Capital expenses. Capital expense means repair or replacement of an asset that exceeds $5,000.00.

Grant Application Process

Application Process:

Applications must be submitted by April 30th annually in one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 and shall be postmarked before May 1st, Attention: Recreation Funding Committee
- Hand delivered to Town Office – 502 – 2nd Avenue, Bassano.
- Emailed to cao@bassano.ca with subject line as "RFC Grant Application".

Applications must be legible. Detailed point form is acceptable.

Applicants are encouraged to complete and submit their application via the online fillable form where possible.

Funding Distribution Process:

Applicants shall:

- Be given written notification that your application has been received and confirmation of its eligibility.
- Be given written notification of your applications success by May 15th along with the Grant Application Follow-up Form.

Funds distribution:

- Successful applicants shall receive 50 percent of awarded funds by May 31st.
- Funds must account for and used by December 31st of the calendar year in which the funds were awarded.
- Successful applicants are required to complete the Grant Application Follow-up Form within 30 days after the completion of the project. Remaining funds will be distributed upon completion of the Follow-up form based on the approved application.
- If you are unable to complete the approved project or can not use the funds in the way they were intended the RFC requires the funding to be returned in full. Change requests will not be accepted. Returning funding will not affect your future eligibility.

Reviewed – October 12, 2023

1.0 Applicant Information:

1.1 Organization Name – *Insert the name of the organization you are representing (e.g. Local Badminton Club).*

1.2 Mailing *Address – Insert the mailing address for the organization you are representing. (e.g. PO Box 000, Bassano, AB T0J 0B0)*

1.3 Primary Contact Person *& Information – Insert the name of the individual who shall be contacted if there are any questions arising from the application. The contact person <u>must</u> be knowledgeable on the content of the application submitted.*

1.4 Other Contact Person & Information – *Insert the name of the individual who shall be contacted if the Primary Contact person is unavailable. The contact person <u>must</u> be knowledgeable on the content of the application submitted.*

1.5 Describe Your Organization and its Purpose – *Provide a brief description of your organization and your organization's purpose.*

2.0 Project/Program Overview

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

- 1.0 Applicant Information (Page 1)
- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

2.1 Project/Program Title – *Apply a title to your project/program/event (e.g. Local Badminton Club Utility Support).*

2.2 Summary of the project/program/event – *Describe what you plan to do with the funds.*

2.3 Statement of Need – *Please provide a statement of need for your project/program/event. Follow the guidelines below to ensure that your statement covers all the necessary points.*

* The information below is an example to help guide you through the application process.
- **Step 1: Describe the need your organization has identified.**
    - *e.g. Local Badminton Club is requesting funding to offset rising energy costs.*

- **Step 2: Explain your solution (your project/program/event) and why it will help.**
    - *e.g. By offsetting energy costs with external funding, Local Badminton Club can focus on developing youth programs and other events for patrons to enjoy.*

- **Step 3: Explain why the need requires immediate attention.**
    - *e.g. Without support, Local Badminton Club could become unsustainable.*

- **Step 4: Combine Step 1-3 into a statement of need.** Be sure to indicate the Target Age (e.g. 16-60) for your project/program/event and the number of anticipated users (e.g. 40-50). Provide the location of the program/project/event. Ensure numbers are realistic to the proposed program/project/event.

2.4 User Attraction – *How will you encourage existing and new users to your project/program/event/or facility for which you are applying (e.g. Advertising, word of mouth promotion, Tik Tok)?*

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2.5 Project Viability – *How will your organization collect feedback to improve your project, program, event, or facility (e.g. Questionnaires)? How do you know the project, program, event or facility is successful (e.g. Number of facility users has doubled from the previous year)?*

2.6 Amount Requested – *Document the total amount of funds requested to offer the project/program/event.*

2.7 Additional Funding – *Indicate if you are seeking additional funding opportunities (e.g. other grants, fundraising).*

2.8 Internal Funding Contribution – *Indicate if you are contributing funds to the project. Include this information in the project budget.*

3.0 Project Budget

For project/program related budget items ONLY.

- Income/Expenses – *Provide a breakdown of all project income (revenue) and expenses (costs). The PROJECT TOTAL must balance.*
- Ensure that you do not over apply as funds are limited.
- Insert a title for all listed expense (costs) along with the value (e.g. Income, "RBC Donation" $1,000 or Expenses (costs), "Labor" $500).
- Include project/program fees.

4

4.0 Current Financial Statements

4.1 Organization Name – *Same as 1.0 in Applicant Information*

4.2 Financial Statements and Accounts Summary – Provide current financial statements that reflect your entire operation for one fiscal year and 202~~3~~2- 202~~4~~3 unapproved financial statements ending March 1, 202~~3~~4.

Financial statements must contain:
- *All revenue, expenses, assets, and liabilities.*
- *Any funding raised (E.g. casinos, sales revenue, and donations).*
- *List all savings accounts, capital replacement accounts, and operating accounts.*
  - *Insert notes explaining the intended purpose of all funds. (E.g. Lump sum in our savings account is earmarked for a capital equipment upgrade.)*

Type of Account	Purpose of the account
E.g. Savings Account	Funds are earmarked to replace the Zamboni.

5.0 Application Agreement

5.1 Organization Name – *Same as 1.0 in Applicant Information*

5.2 Checklist – *Verify that supporting documentation has been attached to the application before submission. Please review which documentation is required and/or optional.*

5.3 Signature/Position – *Signature of applicant certifying that the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. The date the application was completed and submitted.*

Reviewed – October 12, 2023

Recreation Grant Application Form

Familiarize yourself with Schedule C – Grant Application for application guidance and grading criteria. This will help you prepare a complete application and improve your chance of grant success.

Applicants can apply for one or more projects/programs/events during each funding cycle.

Rather than having applicants prepare multiple applications, applicants are permitted to apply for more than one project/program/event on a single application. You are required to fill out one **Project Insert** for each project/program/event you are applying for.

The example below demonstrates a complete application with multiple project inserts listed.

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- **Project Insert** (Page 2) – Utility Support
- **Project Insert** (Page 2) – Junior Badminton Clinic
- **Project Insert** (Page 2) – Advertising for Mixed Badminton Tournament
- 4.0 Current Financial Statements and 5.0 Applicant Agreement (Page 3)

Applications must be legible. Detailed point form is acceptable and encouraged. Applicants are encouraged to complete and submit their application via the online fillable form where possible.

1.0 Recreation Grant Applicant Information

1.1   Organization Name:
_____

1.2   Mailing Address:
_____
_____

1.3   Primary Contact Person Information:

Name: _____   Position: _____

Phone: _____   E-Mail: _____

1.4   Other Contact Person Information:

Name: _____   Position: _____

Phone: _____   E-Mail: _____

1.5   Describe your organization and its purpose:
_____
_____
_____
_____
_____
_____

Reviewed – October 12, 2023

Project Insert

ONLY include one project/program/event on each insert.
Repeat as required.

2.0 Project/Program Overview

2.1   Project/Program/Event Title:
_____

2.2   Provide a brief summary of the project/program:
_____

2.3   Provide a statement of need for your project/program:
_____
_____
_____

Target Audience (age): _____   Anticipated # of Users: _____

Location of Program/Project: _____

Project Start Date: _____   Project End Date: _____

2.4 How will you encourage existing and new users to your project, program, event, or facility for which you are applying?
_____
_____

2.5 How will your organization collect feedback to improve your project, program, event, or facility? How do you know the project, program, event, or facility is successful?
_____
_____

2.6   Amount Requested: _____

2.7   Has your organization requested additional funding from other sources: Yes   No

2.8   Will your organization be contributing funds to the program/project? If so, how much: $_____
*Include this amount in your project budget income.

3.0   Project Budget (all totals must Balance)

Income: Expenses: List all expenses for this project/program

Amount Requested (2.6):	$_____	_____	$_____
Other Income):	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
_____	$_____	_____	$_____
Total:	$_____	Total:	$_____

Reviewed – October 12, 2023

4.0 Current Financial Statements

4.1 _____ agrees the attached financial statements are true,
          Organization Name   accurate and have been approved by your executive body.

4.2 Indicate your financial statements and applicable fundraising information (e.g. casino receipt or fundraising letter) have been attached to this application.

☐ Most recent, full year financial statements approved/signed by your executive body (mandatory)
☐ 2023 2- 2024 3 unapproved financial statements ending March 1, 2024 3 (mandatory)
☐ Other (if applicable)
_____

List your organizations financial accounts and identify the proposed use for these funds.

Type of Account	Proposed use for funds

5.0 Application Agreement

5.1 _____ agrees that the information in this document is true and
          Organization Name   accurate.

5.2 Indicate which documents have been attached to this application. Check all boxes that apply:

☐ Recreation Grant Applicant Information - Page 1 (mandatory)
☐ Project Insert - Page 2 (mandatory) _____
☐ Project Insert - Page 2 (if applicable) _____
☐ Project Insert - Page 2 (if applicable) _____
☐ Current Financial Statements - Page 3 (mandatory)
☐ Quotes attached (if applicable)
☐ Letters of Support (optional)

5.3   Signature:

_____   _____
Signature/Position   Date (mm/dd/yyyy)

_____   _____
Signature/Position   Date (mm/dd/yyyy)

*All sections of the application must be completed, or the application will not move forward.

Reviewed – October 12, 2023

Grant Review Process

Preliminary Check (Administration) and Follow-up Forms:

Preliminary Check

- Administration shall complete a preliminary check on all recreation grant applications.
- Administration has the authority to check for incomplete applications and notify applicants if the application has been accepted or if additional documentation is required using the letter templates prepared in Schedule "I".
- Communication will be sent to the primary contact indicated on the application.
- Incomplete applications submitted after the deadline will not be collected by administration and letters will not be issued regarding the acceptance or incompleteness of the application after April 30th of each funding cycle.
- Administration is required to indicate what action has taken place regarding the application and in what capacity they have communicated with the applicants. This shall be recorded on RFC primary and official grant tracking sheet.
- Administration does not have the authority to reject or deny applications.

Follow-up Forms

- Administration is responsible to distribute funds pursuant to completed Follow-up forms. The full distribution of remaining funds may be deferred to the RFC.

Reviewed – October 12, 2023

Official Review (RFC):

The official review will be conducted by the RFC who has final decision-making power over how the funding is to be allocated. RFC will use the RFC Schedule F (Grading Matrix) to aid in the decision-making process.

1. The RFC shall meet no later than May 15th.

2. The RFC shall review each application and make notes for each application using the RFC grading matrix.

3. The RFC will grade each application collectively and award funding based on this assessment.

4. The RFC has the authority to amend the funding amount request on each application.

Annual Application Review Process:

The RFC shall meet annually during the month of November to review the recreation grant funding process and application templates.

1. Any revisions to any part shall be decided using the official decision-making process in accordance with the RFC Terms of Reference.

2. Any feedback received by the RFC regarding the grant process will be discussed.

3. Any revision must be approved by the RFC and amended applications must be available by the next funding cycle.

Reviewed – October 12, 2023

RFC Grant Grading Matrix

The Recreation Funding Committee (RFC) must use the grant grading matrix to ensure fair and unbiased allocation of recreation grant funding.

	Information Location	Review Questions	Criteria	Exceeds Requirements (3)	Meets Requirements (2)	Requirements Not Met (1)	Points Earned	Notes
Application Process								
A	Applicable to the entire application.	Is the application legible?	Applications must be legible. Detailed point form is acceptable. Applicants are encouraged to complete and submit their application via the online fillable form where possible.	Application is clear, legible, and easy to follow.	Application is legible.	Application is not legible.		
(2.0) Project or Program Overview								
B	2.3 Statement of Need	What priorities of funding are met?	Applications for programs, events or projects should meet at least one of the following funding priorities: - Contribute to ongoing use of recreation facilities within the Town or Division 6. - Demonstrates future financial feasibility - Revitalizes well used programs. - Enhances skill/team/leadership building. - Meets a widely held need by providing a new or enhancing an existing project/program/event.	Meets 2 or more of the priorities of funding.	Meets 1 of the priorities of funding.	Meets none of the priorities of funding.		
C	2.3 Statement of Need	Is the need clearly identified?	Organizations must describe the need they are facing.	Need is clearly identified and defined in detail.	Need is identified.	Need is not identified.		
D	2.3 Statement of Need	Does the proposed solution meet the need?	Organizations must explain their solution (the project/program/event) to the need and why it will help.	Solution meets the need or takes advantage of the opportunity.	Solution does not directly meet the need or take advantage of the opportunity.	Solution does not meet the need or take advantage of the opportunity.		

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E	2.3 Statement of Need	Is the proposed solution required immediately?	Organizations must explain why the need requires immediate attention. E.g. Without assistance with facility utilities, the user group will not be able to operate for the entire season.	The need requires immediate attention.	The need requires attention.	The need does not require attention in this funding cycle.		
F	2.4 User Attraction	Has the applicant included an advertising or communication plan?	Organizations must explain how they will encourage existing and new users to attend their project, program, or facility. E.g. The user group will advertise the facility hours on Facebook and email sports groups inviting them to use the facility.	Detailed plan which includes how and when they will engage with users.	Basic plan explaining how they will communicate with users.	Plan does not explain how they will communicate with users.		
G	2.5 Project Viability	Has the applicant provided a method for collecting feedback or proving the project was successful?	Organization must explain how they will collect feed back or how they will determine if the project/program/facility is successful. User groups should ensure their project/program/facility is meeting the need or taking advantage of the opportunity they have identified.	Explanation on how they will collect feedback and measure the success of the project, program, or facility.	Explanation on how they will collect feedback or measure the success of the project, program, or facility.	They do not explain how they will collect feedback or measure the success of the project, program, or facility.		
H	2.8 Applicant Contribution	Has the applicant contributed funds to the project or program?	Organizations must show how much money they are contributing (if any) to the project or program.	Organizations have contributed over 50% of funds required for the project or program.	Organizations have contributed less than 50% of the funds for the project or program.	They have not contributed funds to the project/program.		
3.0 Project Budget								
I	3.0 Project Budget	Is the project/program budget balanced?	Organizations must provide a breakdown of all project/program, related income (revenue) and expenses (costs). Project budget must balance.	Balanced with income and expense descriptions.	Balanced	Not balanced.		
J	3.0 Project Budget	Does the funding request fall under one of the eligible expenses?	Eligible expenses are as follows: - Operational costs (e.g. utilities, equipment maintenance, program instructors, part-time salaries for specific programs or events, advertising, program/event supplies). - Start-up costs for new programs.	Falls under 2 or more of the eligible expense.	Falls under 1 of the eligible expense.	Requires additional clarification how it falls under one of the eligible expenses.		

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4.0 Current Financial Statements

K	4.0 Current Financial Statements	Does the current financials indicate financial need for the project/program?	The intent of the funding program is not to enhance recreation/user groups' financial status but is to help cover: - the costs to operate facilities, - improving/building on existing programs, - and start up new projects/programs.	Financials are explicit and indicate financial need for the project/program.	Financials are available and indicate financial need for the project/program.	Financials do not indicate financial need for the project/program.		
L	4.1 Statement Approval	Have the financial statements been approved by their governing body?	Organizations must agree that the attached financial statements are true, accurate, and have been approved by their executive body.	Financial statements have been approved by their governing body.	-	Financial statements have not been approved by their governing body.		
M	4.2 Statements Included.	Has the organization submitted a complete set of financial statements?	Organizations must provide financial statements that reflect their entire operations for one fiscal year and current financials reflecting 2021-2022 operations if the organization has not completed its operating season before submitting the application. These documents must be current, legible, and complete.	Well formatted, current, legible, and complete financial statements have been provided.	Current, legible, and complete financial statements have been provided.	Financial statements have been provided.		
N	4.2 Statements Included.	Has the organization provided a list of accounts and their intended purpose of their funds?	Organizations must list all savings accounts, capital replacement accounts, and operating accounts. They are required to insert notes explaining the intended purpose of all funds. (E.g. Lump sum in the savings account is earmarked for a capital equipment upgrade)	Organization's accounts have been listed with notes explaining the intended purpose of the funding.	Organization's accounts have been listed but purpose for funding is not clear.	All accounts have not been listed and purpose for the funding is not included.		
O	Carry Forward Assessment	If project/programs/event funded in the past, were the funds fully expended?	Organizations are required to expend the awarded funds on the project or program they allied for. Change request are not permitted at this time. Returning funding does not impact their eligibility.	Funds were fully expended for the intended purpose and provided detailed follow up information.	Funds were fully expended for the intended purpose.	Funds were not used for the intended purpose.		

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TOTAL POINTS EARNED:

Recreation Funding Committee Review	
Official Recommendation:	
Reason for rejecting (if applicable)	
Score:	/45
Assessed by (All that are present):	
Date Assessed:	

Grant Follow-up Form Process

Follow-up Form Process

Follow-up forms shall be submitted to the Town of Bassano by one of the following methods:

- Mail at P.O. Box 299, Bassano, AB, T0J 0B0 Attention: Recreation Funding Committee

- Hand delivered to Town Office – 502 – 2nd Avenue, Bassano.

- Emailed to cao@bassano.ca with subject line as "RFC Grant Follow-Up".

Follow-up form shall be completed 30 days after the project/program is complete.

All funded programs are required to complete this form. Failure to complete this form on time may result in ineligibility to apply for funding in the future.

1.0 Applicant Information

1.0 Recreation Grant Application Number – *Insert number found on your funding approval document/letter.*

1.2 Organization Name – *Insert the name of the organization you are representing. (e.g. Local Badminton Club)*

1.3 Mailing *Address – Insert the mailing address for the organization you are representing. (e.g.* PO *Box 000, Bassano, AB T0J 0B0)*

Reviewed – October 12, 2023

2.0 Assessment

Project Completion and Needs Met – *Identify how the project met the needs of the community and how the funding helped to achieve this goal. Indicate any successes or challenges that the organization faced.*

3.0 Project Costs

Actual Project Costs – *costs must be listed on the form to show that the funds given were used based on the approved application.*

- Receipts must be included to show all program/project/event expenses (costs) and income (revenue) based on the approved application. Distribution of remaining funds may be reduced for ineligible expenses.

4.0 Follow-Up Form Agreement

4.1 Organization Name – *Same as 1.0 in Applicant Information*

4.2 Signatures/Positions – *A dual signature is required certifying the information in the document is true and accurate. The individual signing the application must have signing authority within the organization. Please provide the date the Grant Follow-Up Form was completed.*

Reviewed – October 12, 2023

3.0 Feedback of Recreation Grant Process

Provide your organization's opinion/suggestions as to the effectiveness of this recreation grant application process. (e.g. Format suggestions, length, information requirements, etc.)

Recreation Grant Project Follow Up Form

1.0   Applicant Information:

1.1   Recreation Grant Application Number: _____

1.2   Organization Name: _____

1.3   Mailing Address: _____

2.0   Assessment:

2.1   Was the project/program/event completed? Please share your successes or challenges.
_____
_____
_____
_____

3.0   Actual Project/Program Costs:

Income: Expenses (costs):(List All Project Expenses)

Recreation Grant awarded amount : $_____   _____ $_____
Other Income): $_____   _____ $_____
_____ $_____   _____ $_____
_____ $_____   _____ $_____
_____ $_____   _____ $_____
_____ $_____   _____ $_____

Total: $_____   Total: $_____

Please provide receipts for all income and expenses.

4.0   Applicant Agreement:

4.1   _____ agrees that the information in this document is
                Organization Name   true and accurate.

4.2   _____   _____
                Signature/Position   Date (mm/dd/yyyy)

5.0   Feedback of Recreation Grant Application Process:

5.1   Please provide your opinion/suggestions on this recreation grant process.
_____
_____
_____
_____

Reviewed – October 12, 2023

RECREATION FUNDING COMMITTEE (RFC) BASSANO

Date

Organization
Address of Organization

Dear Contact Person:

RE: Recreation Funding Grant Application Number _____

Thank you for your Recreation Funding Grant Application.

We would like to acknowledge the efforts of your organization in creating positive experiences within our community.

Your application has been accepted and will be reviewed by the Recreation Funding Committee at our upcoming meeting.   Your organization will be contacted as soon as possible as to the results of the committee review.

If you have any questions, please do not hesitate to contact the Recreation Funding Committee contact at (403)641-3788.

Sincerely,

Recreation Funding Committee
Town of Bassano

Reviewed – October 12, 2023

Date

Organization
Address of Organization

Dear Contact Person:

RE: Recreation Funding Grant Application Number _____

Thank you for your Recreation Funding Grant Application.

We would like to acknowledge the efforts of your organization in creating positive experiences within our community.

After review, it has been noted that your application is incomplete. Below is a checklist of the required documentation for a Recreation Funding Grant Application. Please complete the appropriate area of the application and resubmit to the Town of Bassano.

- ☐ Section 1.0   Applicant Information
- ☐ Section 2.0   Project Overview
- ☑ Section 3.0   Project Budget
- ☑ Section 4.0   Current Financial Statements
- ☑ Section 5.0   Applicant Agreement

Thank you for your prompt attention to this issue and looking forward to reviewing your revised application.

If you have any questions, please do not hesitate to contact the Recreation Funding Committee contact at (403)641-3788.

Sincerely,

Recreation Funding Committee
Town of Bassano

Reviewed – October 12, 2023

RECREATION FUNDING COMMITTEE (RFC) BASSANO

Date

Organization
Address of Organization

Dear Contact Person:

RE: Recreation Grant Application Number _____

The Recreation Funding Committee is pleased to inform you that your Recreation Funding Application for _____project has been approved to the maximum amount of $_____.

Enclosed is a cheque partial payment (50 percent of the approved amount). The remainder of the funds will be distributed upon the submission of a completed Follow-up Form.

The Recreation Funding Committee, as stewards of funds, ensures that funding is used in a timely fashion and monitors the progress of approved projects.   Please ensure that your organization completes the mandatory Follow Up Form with 30 days after the completion of your project.

Once again, thank you for your efforts in creating positive experiences within our community and are looking forward in working with your organization in the completion of this project.

If you have any questions, please do not hesitate to contact the Recreation Funding Committee contact at (403)641-3788.

Sincerely,

Recreation Funding Committee
Town of Bassano

Enclosure
   ☐   Cheque

Copy of Follow Up Form and Process

Reviewed – October 12, 2023

December 1, 2023

<u>Attention: Recreation, Leisure, and Culture Groups of Bassano</u>

We are pleased to announce an early release of the 2024 Recreation Grant Program. The <u>$54,000</u> recreation grant fund is made possible by the Town of Bassano and the County of Newell to support recreation and leisure programming in the community. An early release of the program supports local organizations as members start to plan for their upcoming season or event. Applications apply to projects/programs/events between January 1, 2024, and December 31, 2024.

<u>Changes to the 2024 program:</u>
1. <u>Fraternal organizations are not considered eligible for funding.</u>

Quick tips to improve your chance of success when applying for this grant. ~~The process has not changed from the 2023 program:~~
1. Review Application Guidelines (Schedule B). This explains who can apply for what and why.
2. Follow the Application Process (Schedule C). This provides an example of how to complete an application.
3. Check out the Grade Matrix (Schedule F). This tells you how the grant funders will grade your application.
4. Complete the Application Form (Schedule D). Reference the Guideline; Process; and Grade Matrix. Contact the Town Office to review your application prior to submission. This could save you time.

~~User groups have made real efforts to reduce operating costs, costs that have risen due to inflation and the lingering effects of the COVID-19 pandemic. With this in mind, both the Town and County have approved an inflationary increase to the grant funding, raising available funds from $50,000 to $54,000 for the 2023 funding cycle.~~<u>We look forward to supporting programming in 2024.</u> Thank you for continuing to provide accessible recreation and leisure opportunities for our community.

If you have any questions about the program or your application, contact Sydney Smith at (403) 641-3788 or assistant@bassano.ca. Remember you must submit your Follow-up Form if you received funds in 2023 to be eligible for funds in 2024. Applications will open on March 31, 2024. Applications are available online at www.bassano.ca or www.countyofnewell.ab.ca. or for pick up at the Town Office.

Kindest regards,

Amanda Davis, CAO

Encl.
1. Recreation Grant Package